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SUBJECT GROUP 5400-5499 ORGANIZATION, FUNCTIONS AND STATUS

SUBGROUP 5400 - GENERAL

- Ref (a) OPNAVINST 5450 Ser 09B22/9U507311 of 2 Feb 99
(b) CINCLANTFLTINST 5400.2 Series
(c) COMNAVREGMIDLANTINST 3120.1 series

5400.1 Authority for Establishment. Commander, Naval Base (COMNAVBASE), Norfolk was created by General Order No. 223 of 14 September 1945, and was established on 30 November 1945. Reference (a) approved title and mission modifications for COMNAVBASE Norfolk in order to more accurately define the scope of the command and renamed it Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT). The new mission statement includes the following words.

To perform military command of assigned shore activities to coordinate the provision of shore activity support to the operating forces of the Navy, other naval activities and tenant commands.

a. Policy

(1) Services Rendered to the Fleet. In general, all facilities of COMNAVREG MIDLANT are for the ultimate service of, and every possible service will be rendered to, operating forces.

(2) Execution of Policies Directed. COMNAVREG MIDLANT will establish and carry out area coordination policies as CNO regional Fleet Concentration Area (FCA) representative.

b. Component Activities to Act

(1) COMNAVREG MIDLANT receives directives, or requests, with subordinate component activities as information addressees that fall into the following categories:

(a) Those that require no amplification and permit little alternative action and which, by their very nature, obviously require action by a subordinate component activity of COMNAVREG MIDLANT. In such cases the responsible subordinate component activity shall initiate action, advising COMNAVREG MIDLANT and others who need to know of the action taken.

(b) Those where a reasonable doubt may exist as to which of two or more subordinate component activities should act. In such cases each subordinate component activity with an interest in the subject matter shall submit comments or recommendations to COMNAVREG MIDLANT.

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(c) Those which involve matters of policy or require ultimate decision by COMNAVREG MIDLANT. In such cases responsible and interested subordinate component activities shall submit recommendations to COMNAVREG MIDLANT, who will complete the necessary action.

(2) Correspondence between individual subordinate component activities and the Navy Department on matters of management control is authorized; components will keep the Commander informed on all matters adversely affecting the state of readiness or operating ability and effectiveness of the activity. Correspondence concerning mission, efficiency and controversial issues will be forwarded to or via COMNAVREG MIDLANT.

(3) Unless otherwise stated or indicated the normal period for receipt of action on routine directives will be 24 hours if by message and ten days if by letter. Non-receipt of action within these periods will normally be subject to follow-up. Prompt official notification to COMNAVREG MIDLANT or the responsible senior should be made in cases where action cannot be completed within the periods prescribed above.

5400.2 Tasks and Functions Assigned by CINCLANTFLT. CINCLANTFLT has designated COMNAVREG MIDLANT as SOPA (Administrative) Hampton Roads. As SOPA (ADMIN) Hampton Roads, COMNAVREG MIDLANT performs functions under the authority of SOPA. In carrying out duties and responsibilities, SOPA (ADMIN) Hampton Roads is authorized to deal directly with fleet units. SOPA (ADMIN) Hampton Roads performs duties assigned as outlined in article 2502 of CINCLANTFLTINST 5400.2 series and in paragraphs 4 and 5 of the Introduction to this manual.

5400.3 Tasks and Functions Assigned. SOPA (ADMIN) Hampton Roads is also tasked with the following:

- a. Assuring FCA area logistic support to Navy and Marine Corps operational activities within the area.
- b. Maintaining, as necessary in connection with Navy functions, effective liaison with appropriate local units of the Atlantic Fleet, Army, Air Force, Coast Guard, and other Federal agencies and appropriate local civil officials and agencies.
- c. Coordinating search and rescue (SAR) assistance as directed, utilizing component activities possessing SAR capabilities.
- d. Coordinating logistic support of Atlantic Fleet Units, other than air, at dispersal areas.

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e. Assigning the responsibility for, and the coordination of, all matters affecting perimeter and internal area security in situations where both military sentries and the Special Police Force are involved within the Hampton Roads Area.

f. Inspecting and surveying component activities to ensure maximum efficiency.

g. Establishing a disaster control group and drafting detailed plans for disaster control operations within the geographical limits of FEMA Region III as provided for in the COMNAVREG MIDLANT Disaster Control and Recovery Plan (COMNAVREGMIDLANTINST 3440.24 series).

5400.4 Tasks and Functions Assigned by the Chief of Naval Operations (CNO). CNO assigned the responsibility for the import phase of shipping control for Norfolk to COMNAVBASE Norfolk, (which is now COMNAVREG MIDLANT). This responsibility includes coordination and the supervision necessary to ensure proper performance of the function and delegated to Commanding Officer, Naval Station (NAVSTA), Norfolk. The area coordination function is in accordance with SECNAVINST 5400.14 series, OPNAVINST 5400.24 series, and OPNAVINST 5450.19 series.

5400.5 Organization and Command Relationships

a. Command. Navy Region, Mid-Atlantic is commanded by a line officer eligible for command at sea whose title is Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT), Norfolk, Virginia. As prescribed by Article 1026, Navy Regulations, the current COMNAVREGMIDLANTINST 5402.4 series designates officers to succeed to command of the Navy Region Mid-Atlantic, in the event of the incapacity or death of the Commander, or when he is absent from the Norfolk area. Reference (c) describes regional functions and roles.

b. Chain of Command. CNO exercises command of COMNAVREG MIDLANT through CINCLANTFLT, in accordance with OPNAVINST 5400.24 series.

c. Area Coordinator. COMNAVREG MIDLANT is the immediate area coordinator for certain shore activities physically located within the COMNAVREG MIDLANT area as outlined in enclosure (2) to OPNAVINST 5400.24 series.

5400.6 SOPA Hampton Roads Area

a. Definitions and Duties. The definition and duties of SOPA and SOPA (ADMIN) are prescribed by Navy Regulations and ref (b) and are listed in the introduction this manual.

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b. Administrative Procedures. This manual contains local SOPA Subarea guidance as appropriate. Other routine procedures relating to SOPA functions are described below.

(1) Representative Procedures. SOPA (Administrative) Hampton Roads identifies the acting SOPA Hampton Roads area and subarea SOPAs via message that is released each Tuesday and Friday. This message includes changes in SOPA, which are anticipated during the following 3-4 day period. In the event unanticipated changes must occur, an additional representative report is made by message covering the event. Subarea SOPAs (ADMIN) will not issue representative reports.

(2) Changes in SOPAs. SOPA Hampton Roads area and subarea SOPAs will keep SOPA (ADMIN) Hampton Roads area and subarea SOPAs (ADMIN), as appropriate, advised of intended movements out of the Hampton Roads area as far in advance as practicable so that an orderly shift of SOPA responsibilities and issuance of timely announcements can be made. Prior to issuance of representative report messages, SOPA (ADMIN) Hampton Roads area will confirm the ability of the successor to assume SOPA duties and advise him of any outstanding current SOPA orders not promulgated in permanent form. This does not preclude direct communication between the incumbent SOPA and his relief to discuss outstanding orders and other matters that will enhance the continuity of SOPA authority. Such communication is encouraged.

(3) Issuance of Orders by SOPAs. SOPA Hampton Roads and Subarea SOPAs may issue orders or instructions to their forces afloat directly or through their SOPA (ADMIN). In any case, the originator of SOPA orders shall include SOPA (ADMIN) Hampton Roads Area VA and appropriate Subarea SOPA (ADMIN) as INFO or "copy to" addressees. The originator of subarea SOPA orders shall include SOPA Hampton Roads and SOPA (ADMIN) Hampton Roads as INFO or "copy to" addressee.

(4) File of Orders by SOPA. In accordance with Article 935 of Navy Regulations, the SOPA shall require that a file be maintained of all orders issued by him or other competent authority which are applicable to naval forces afloat. This file shall be transferred to succeeding SOPAs. SOPA (ADMIN) Hampton Roads will maintain a file of orders issued by SOPA and of other local orders of interest to forces afloat. Since such orders will normally be promulgated to all ships and fleet units present, it will not be necessary to physically transfer this file to succeeding SOPAs. All flag officers eligible for succession to the position of SOPA are expected to maintain up-to-date files of such orders. Subarea SOPAs (ADMIN) will maintain similar files for their subarea, and officers eligible for succession to subarea SOPA responsibilities will keep up-to-

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date files of orders issued by SOPA, subarea SOPAs, and others which are of interest to forces afloat in the subarea.

(5) Orders Having Permanent Applicability. Orders issued by SOPAs having permanent applicability should be incorporated into this manual.

(6) Exercise of Initiative by Subarea SOPA. SOPA Hampton Roads area has directed subarea SOPAs to conduct random checks of forces afloat within their respective subareas to ensure that ships and units present maintain the highest standards of smartness and especially of uniform and military courtesy. Subarea SOPAs are encouraged to exercise personal initiative in matters of interest for forces afloat within their subareas and, where required, take immediate corrective action or bring unsatisfactory situations to the attention of other responsible authorities.